Grant & Per Diem: Case Management – Quarterly Report

How-To: **Submit a quarterly report for Case Management**	**GPD Provider Webpage**

Step 1: Log into SmartSimple

Access Smart Simple: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

- Your agency's SmartSimple point of contact logs into the system
- Enter your email address and password and click the Log In button:

VHA Homeless Grants: SSVF and GPD

Login

✉ Email
Snow.White@gmail.com

🔑 Password
•••••••• 👁

Log In

Forgot Password?

New to the System?

Register

Welcome to VHA Homeless Program Grants

Welcome to the Department of Veterans Affairs grants management portal for VHA's Homeless Programs Office. This portal supports a variety of grant functions associated with the Supportive Services for Veteran Families (SSVF) and Grant and Per Diem (GPD) Programs.

Step 2: From Main, select the appropriate grant award under My Grants

From the SmartSimple main page look under **My Grants** for the Case Management **FAIN/Grant ID** for which you would like to submit a quarterly report.

You must open your grant record to submit a Case Management quarterly activity/task

Step 3: Navigate to Request Activity tab

When the grant record opens it defaults to the Overview tab. Navigate to the **Request Activity** tab on the far right and select this tab.

Step 4: From the REQUEST ACTIVITY tab; select CREATE Quarterly Report

From the **Request Activity** tab select the **Create Quarterly Report** (blue button)

Step 1: Complete the form; instructions for each field must be followed exactly or the activity will be returned for corrections

Step 2: Submit

When: Grantees will be required to submit quarterly reports, 30 days from the end of each quarter.

IMPORTANT DATES: Reports will need to be completed for costs based on the following dates -

- By January 30, 2022 for *year 1, quarter 1* (**Oct 2021 - Dec 2021**)
- By April 30, 2022 for *year 1, quarter 2* (**Oct 2021 - Mar 2022**)
- By July 30, 2022 for *year 1, quarter 3* (**Oct 2021 – Jun 2022**)
- By October 30, 2022 for *year 1, quarter 4* (**Oct 2021 – Sep 2022**)
- By January 30, 2023 for *year 2, quarter 1* (**Oct 2021 – Dec 2022**)
- By April 30, 2023 for *year 2, quarter 2* (**Oct 2021 - Mar 2023**)
- By July 30, 2023 for *year 2, quarter 3* (**Oct 2021 – Jun 2023**)
- By October 30, 2023 for *year 2, quarter 4* (**Oct 2021 – Sep 2023**)

What: Grantees will report actual costs incurred (advances are not allowable). **Reports will be cumulative throughout the *entire grant award*; each report will begin Oct 2021.**

Sample: You are completing the report in *July 2022,* ***for Quarter 3. This report will cover costs*** *from Oct 2021 – Jun 2022*).

Cash Receipts: You will include HHS draws from the start of the award in October through June 30. **Do not include draws in July.**

* Cash Receipts:	$100,000.00

This is the amount of Federal funds drawn through the HHS Division of Payment Management System for the FAIN identified. Information reported is only for the quarter period referenced above.
- Verify HHS transaction dates so that you are only including draws for the current reporting period.
- For example, if you are reporting for Quarter 1, information provided is based on Oct 1 thru December 31 and the requirement in January.
- DO NOT include draws that were done in January if you are reporting Quarter 1. This pattern would hold true for all subsequent quarters.

Cash Disbursements: You will include the total amount of Federal funds disbursed against the grant from the start of the award in October through June 30. Can be greater than Cash Receipts.

' Cash Disbursements:	$100,000.00

This amount is total amount of Federal funds disbursed/expended against the grant award as of the reporting period end date (Dec 31, Mar 31, Jun 30, Sept 30). This amount is **cumulative throughout the entire grant award period**, beginning October 1, 2021, and should be appropriately documented in your general ledger.
- Cash Disbursements can be greater than Cash Receipts if you had incurred costs during the reporting period prior to drawing funds in HHS

Cash on Hand: Cash Receipts minus Cash Disbursements. This amount should be zero or negative, a positive number would indicate funds were drawn and not expended. Advances are not allowed.

| * Cash On Hand:	0.00

(Cash Receipts minus Cash Disbursements) Note: this amount should be zero or negative. A positive number would indicate that funds were drawn under the grant award and not expended. Advances are not authorized.

After submitting the Quarterly report, navigate to the SmartSimple main page (shown in step 2) and your activity/task will indicate **Submitted** status.

GPD program staff will review your report and reach out to the identified point of contact, if there are questions/issues.

My Tasks

ALL TASKS (10)   PRELIMINARY DOCUMENT REQUEST (0)

1-10 of 10   ‹ ›

#	Organization Name	Grant Type	Grant ID	Activity Type	Status
1	GPD TESTING, INC	Case Management	TEST234-2077-539-CM-22	Quarterly Reporting	Approved
2	GPD TESTING, INC	Case Management	TEST234-2077-539-CM-22	Quarterly Reporting	Approved
3	GPD TESTING, INC	Case Management	TEST234-2077-539-CM-22	Quarterly Reporting	Submitted

Step 7: Approval; activity complete

Grantee will only be notified if corrections are needed, otherwise the activity will be changed to *approved* status once it has been reviewed and accepted.

For future quarterly requirements, complete another *Create Quarterly Requirement* activity/task.